

# SPARROW

## Implementation for Officers of INDIAN RAILWAYS

*C&IS Directorate  
Ministry of Railways*

# Agenda



- About SPARROW
- Pre-requisites for implementation
- User Types & Roles
- Digital Signing
- SPARROW Activity Overview
- Proposed Schedule for Implementation
- Questions

# About SPARROW



- **Smart Performance Appraisal Report Recording On-line Window**
  - On-line digital system for filing of APAR
  - Provides a managed workflow system for APAR filling and filing
  - Application developed by NIC
  - Deployed for IAS initially
  - Now being expanded to all services under instructions of **DoPT**

# APAR vs SPARROW



## Conventional APAR

- Paper Based
- Adhoc manually managed workflow
- Manual tracking
- Difficult to Monitor
- Delays
- Loss of document
- Paper / pen signatures

## SPARROW

- Online on the portal
- Pre-defined automated workflow
- System tracks progress
- Real-time monitoring
- Bottlenecks visible
- Documents not lost
- Use of Digital Signatures

**Workflow  
Setting**

**Authorization &  
Access Roles**

**Document  
Upload option**

**Digital Signing & e-  
Signing**

**Online PAR  
Generation**

**Centralized Database  
De-Centralized  
Administration**

**Delegation  
( Authority &  
Permission)**

**Linkage to eOffice  
PIMS (eService Book)**

**Alerts & Notifications**

# SPARROW – Main Features



Features	
<b>On line Generation</b>	<ul style="list-style-type: none"> <li>• PAR Generation from the predefined template</li> </ul>
<b>Workflow module</b>	<ul style="list-style-type: none"> <li>• To set the Hierarchy Workflow</li> <li>• Reporting, Reviewing, Accepting</li> <li>• Representation to Accepting Authority</li> <li>• Referral Board /Memorial to President</li> </ul>
<b>Delegation (Authority)</b>	<ul style="list-style-type: none"> <li>• Delegation of Authority</li> <li>• Authority delegation is a delegation where all rights and privileges are provided to do the same function</li> </ul>
<b>Delegation (PAR Draft Preparation)</b>	<ul style="list-style-type: none"> <li>• Delegate the right to prepare the draft PAR on behalf of the officer</li> <li>• This type of rights are normally provided by the officer to PA/PS</li> </ul>

Workflow Type	Description
<b>Standard</b>	Normal flow of submission  Flow will be based on the set hierarchy of Reporting/Reviewing/Accepting
<b>Representation</b>	Sent by Custodian to Representation Accepting Authority to take necessary decision
<b>Referral</b>	Sent by Custodian to Representation Accepting Authority to take necessary decision

**For Manual Workflow :**

**Define the transition point of the electronic PAR to be manually submitted**

# Pre-requisites



- Pre-requisites for all users
  - NIC e-Mail ID (gov.in domain)
    - **Recovery cellphone number to be permanent**
    - **Recommend to NOT use Official CUG Numbers**
  - Aadhaar ID with linked cellphone number
    - **Linked cellphone number to be permanent**
    - **Recommend to NOT use Official CUG Numbers**
  - Employee Master Details
    - Personal details of each user to create validation data for user login



# User Types & Roles



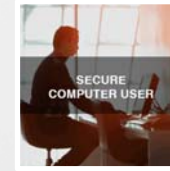
## System Managers @RB

- ICT Systems Managers
- Super Custodian of Ministry of Railways



## SPARROW Managers @Units

- Primary Custodian
- Alternative Custodian
- PAR Manager
- EMD Manager

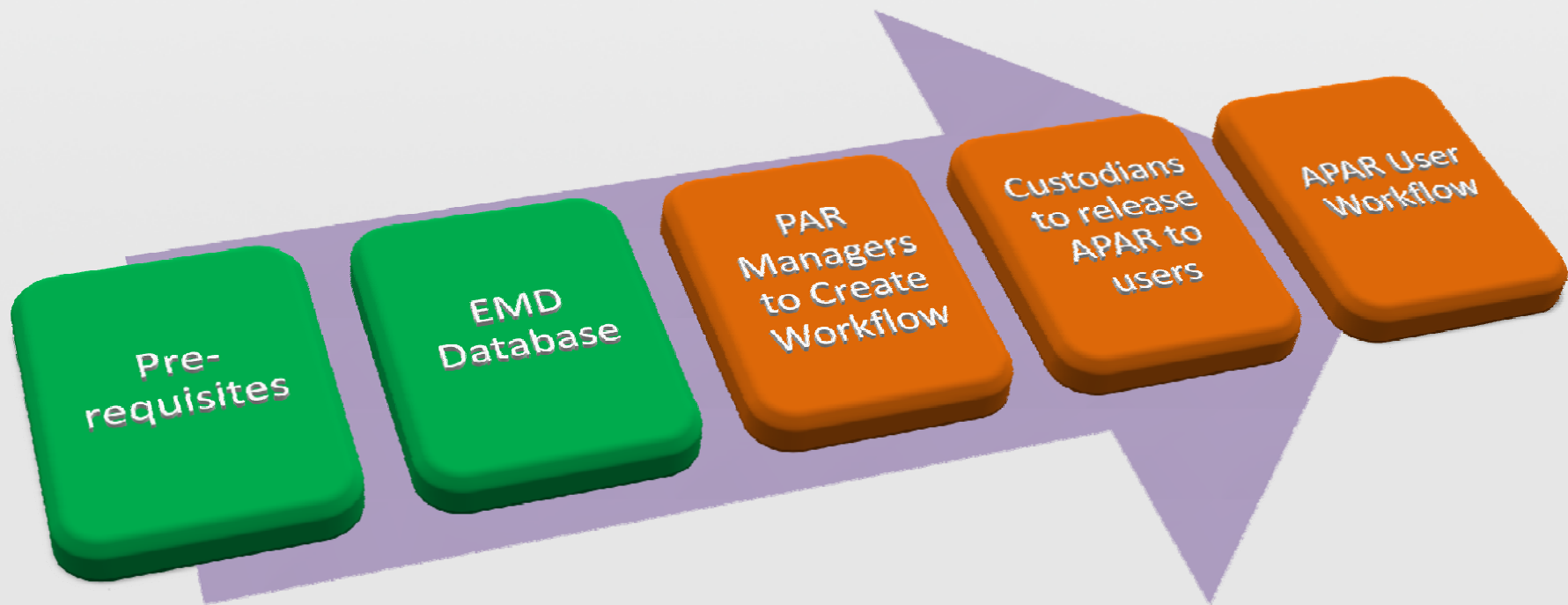


## Users

- Reported upon
- Reporting
- Reviewing
- Accepting
- Appellate

- Digital Signing using eSign
  - Uses Aadhaar
  - OTP based verification through registered cellphone number
  - All users to be enabled for eSign
    - Hence Aadhaar made a prerequisite
- Signing using DSC on crypto-token
  - Needs to be procured from Certifying Authorities
  - USB crypto-token to be used with PIN

# SPARROW Activity Overview



# Schedule for Implementation



D-DAY	Days from D-Date	Scheduled Date	Day	Event / Milestone
03-07-2017	-73	21-04-2017	Friday	First schedule planning meeting between NIC core team and RB team
	-68	26-04-2017	Wednesday	Orientation session for RB team
	-68	26-04-2017	Wednesday	Training for the RB Helpdesk Personnel
	-63	01-05-2017	Monday	SPARROW Launch Kick-off meeting for IR SPARROW team
	-49	15-05-2017	Monday	1st One Day Workshop on SPARROW
	-48	16-05-2017	Tuesday	2nd One Day Workshop on SPARROW
	-47	17-05-2017	Wednesday	3rd One Day Workshop on SPARROW
	-46	18-05-2017	Thursday	4th One Day Workshop on SPARROW
	-45	19-05-2017	Friday	5th One Day Workshop on SPARROW
	-40	24-05-2017	Wednesday	EMD / PAR managers to START creating PAR workflows Training of end users to be started
	-24	09-06-2017	Friday	END of PAR workflow creation
	-21	12-06-2017	Monday	START of Testing of PAR Dataentry and workflow
	-3	30-06-2017	Friday	END of testing of PAR Dataentry and workflow Training of end users to be finished
	0	03-07-2017	Monday	Reported upon officers to START online
	0	03-07-2017	Monday	To be planned

# Things to be done to launch



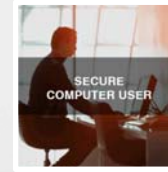
## System Managers

- Production instance DC-DR site setup
- Priming of EMD Database
- Central Helpdesk Management
- Organize Training of Trainers



## SPARROW Managers

- Training of Managers / Trainers
- Setting up of local helpdesk for the unit
- EMD updation
- APAR workflow setup
- Launch



## Users

- Training of users
- Login on the portal
- Verify the EMD details (Section-1)
- Initiate the APAR available in the inbox of officers Reported Upon

# Questions







Roles	
<b>Functional (Two categories)</b>	<p>Ownership</p> <ul style="list-style-type: none"> <li>• PAR Custodian (Overall)</li> <li>• Alternate PAR Custodian</li> <li>• Decentralized PAR Custodian</li> </ul> <p>PAR Generation/Work flow creation</p> <ul style="list-style-type: none"> <li>• PAR Manager</li> </ul>
<b>Hierarchy (Channel Of Submission)</b>	<ul style="list-style-type: none"> <li>• Officer Reported upon</li> <li>• Reporting Authority</li> <li>• Reviewing Authority</li> <li>• Accepting Authority</li> </ul>
<b>Application (Employee Database)</b>	<ul style="list-style-type: none"> <li>• EMD Manager</li> </ul>
<b>System (System Setup)</b>	<ul style="list-style-type: none"> <li>• System Administrator (Assignment Of Roles)</li> </ul>



# Roles (Functional – Ownership)



Role	Responsible	Who	DSC (Req)
PAR Custodian (Overall @ Railway Board)	<ul style="list-style-type: none"> <li>• Custodian of the SPARROW Database</li> <li>• Custodian of the Central Repository of ePAR (Dossier of officers)</li> </ul>	Service Controlling Authority	Yes
PAR Custodian (ZR/PU Confidential Cell)	<ul style="list-style-type: none"> <li>• Is the custodian of the PARs of the Department/ Ministry/State</li> </ul>	Confidential Cell of the Railway Unit	Yes
PAR Manager	<ul style="list-style-type: none"> <li>• Sets the channel of submission (Reporting/Reviewing/Accepting Authority) in Workflow for PAR</li> </ul>	Confidential Cell of the Railway Unit	No

# Roles (Hierarchy)



Role	Responsible	Who	DSC (Req)
Officer	<ul style="list-style-type: none"> <li>Fill the PAR Form and Submit to Reporting Officer as per the defined schedule and time line</li> </ul>	Officer Reported Upon	Yes
Reporting Authority	<ul style="list-style-type: none"> <li>Assessment of the PAR</li> <li>Reporting Officer grades the PAR forwarding to Reviewing Officer</li> </ul>	Reporting Authority	Yes
Reviewing Authority	<ul style="list-style-type: none"> <li>Reviews the comments of the Reporting Officer</li> <li>Reviewing Authority grades the PAR and forwards to the Accepting Authority</li> </ul>	Reviewing Authority	Yes
Accepting Authority	<ul style="list-style-type: none"> <li>Accepting Authority is responsible for finalizing the PAR</li> </ul>	Accepting Authority	Yes

# Roles (Application)



Role	Responsible	Who	DSC (Req)
EMD Manager	<ul style="list-style-type: none"> <li>• Updating the employee information               <ul style="list-style-type: none"> <li>• On transfer/superannuation</li> <li>• On new joining</li> <li>• Immediate action on update to happen on issue of transfer order</li> </ul> </li> </ul>	Establishment/ Admin Section of the Confidential Cell of the Unit	No

# SPARROW – Roles (System)



Role	Responsible	Who	DSC (Req)
PAR Administrator (@ Railway Board)	<ul style="list-style-type: none"> <li>• Sets the PAR System parameters                             <ul style="list-style-type: none"> <li>• PAR/Appraisal Templates</li> <li>• Period of appraisal</li> </ul> </li> </ul>	Service Controlling Authority	No
	<ul style="list-style-type: none"> <li>• Populates all the primary databases</li> <li>• Update and maintain the PAR templates for the respective cadres</li> <li>• Assign and De-assign of SPARROW Roles</li> <li>• Custodian of SPARROW Database</li> </ul>		
System Administrator (@ Railway Board)	<ul style="list-style-type: none"> <li>• Development/Enhancement of SPARROW Application</li> <li>• Technical Support</li> </ul>	RBCC	No

## User/Official

- NIC eMail id
- DSC has to be installed
- ePAR for Online submission

## SPARROW Application

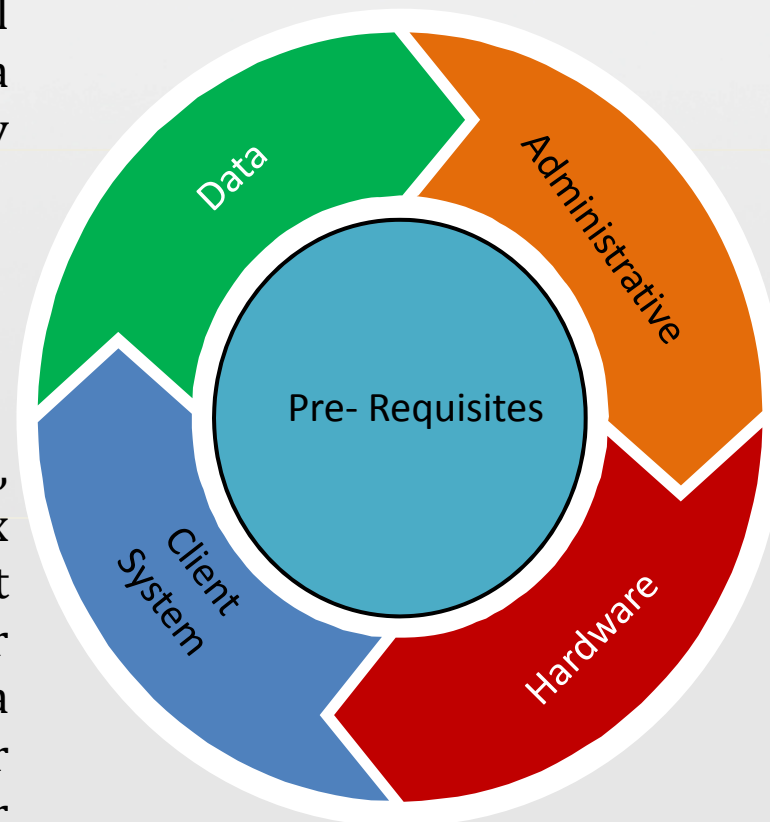
- Employee data
- Workflow to be set
- PAR to be Generated

# System Requirement



- NIC eMail
- Employee Data
- Workflow entry

- OS: MS Windows, Linux
- Browser: Internet Explorer 10 or higher/ Mozilla Firefox 2.6 or higher
- Adobe Reader 7.0 or higher
- Antivirus Software



- Roles
- Mapping Users to the Roles
- DSC Process

- Centralized hosting at RCIL data center.
- Multiple network lines
- Best view resolution: 1024 X 768 pixels
- RAM: 2 GB DDR or higher
- Scanners